

**SCHEDULE 1.5  
TO THE  
COMPREHENSIVE INFRASTRUCTURE AGREEMENT  
INTERIM PHASE WORKPLAN OUTLINE**

## **Interim Phase Workplan Outline**

This is Schedule 1.5 (Interim Phase Workplan Outline) to the Comprehensive Infrastructure Agreement between the Commonwealth and Vendor (the “Agreement”).

- Establish Vendor PMO
  - Refine and Implement Organization structure
  - Establish VITA Interfaces / integration
- Refine Integration Strategy for Current Operations
  - VITA/Agency Organizations
  - Service Levels
  - Reporting structure
  - Interfaces
  - Operational Readiness
- Refine Transition Plans
  - Project Schedules
  - Assess / assimilate current and planned projects
  - Initial implementation rollout strategy
- Business Management
  - Prepare for License transfer / execution
  - Finalize Subcontractor agreements
  - Establish invoice structures
  - Refine Chargeback System Strategy
- HR
  - Employee Transition Plan
  - Meet and Greet, Town Hall Preparation
  - Preliminary offer package preparation
- Communications and Cultural Change Management Plan
- Acceptance Test Procedures
- Procedures Manual Plan
- Evolve Site Survey Strategy
- Develop plan for asset baseline
- Economic Development Plan